

## **ASSISTANT POLICE CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses highly responsible administrative and supervisory law enforcement positions, the primary duty of which is assisting the Police Chief in overseeing the operation of the police department. An incumbent of this class may be assigned to perform the duties of the Police Chief in the absence of the Chief. Employees in the class of Assistant Police Chief oversee the management and maintenance of equipment and supplies, make purchases for the department and assist in accounting for money and assets, provide for the keeping of records on personnel and equipment, and assist the Police Chief in performing all administrative functions of the department. The Assistant Police Chief also supervises and trains subordinate department personnel in the performance of law enforcement duties. This class ranks directly below that of Police Chief, and incumbents of the class receive work assignments from and have work reviewed by the Police Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs the duties of Police Chief in the Chief's absence. Assists the Police Chief in conducting research and planning for programs and activities of the department; assists in determining how to organize assigned services of the department and in deploying personnel. Recommends management policies, goals, and objectives. Conducts inspections of department services, evaluates the effectiveness of the services, and makes recommendations for correcting problems. Reviews incoming communications and routes work to the appropriate person or location.

Reviews new laws, regulations, and court rulings to determine if changes in department policies and procedures are needed. Works with boards and agencies, such as retirement boards and police officer training agencies, offering information and assistance when required.

Authorizes the expenditure of funds allocated for police

department operations, making sure such expenditures are within department budget. Purchases or recommends the purchase of equipment and supplies.

Assists the Police Chief in determining what information should be included in department records. Supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining such. Completes records and writes reports required to document activities of the police department. Writes letters to answer requests or to handle needs of the department.

Serves as representative for the department at meetings of committees and civic groups to give reports, offer advice, make recommendations, or keep informed on local trends that may affect the police service. Makes speeches or conducts demonstrations on law enforcement topics at schools or for citizens' groups. Answers questions for the public about the operation of the police department of related areas of law enforcement. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Supervises subordinate department employees. Assigns work and approves leave. Holds meetings for the purpose of receiving reports or disseminating information. Reviews reports written by subordinates. Provides on-the-job training for subordinates and assistance in technical areas of work. Counsels employees who are experiencing work problems and resolves employee complaints and grievances. Writes employee evaluation reports. Maintains discipline among employees of the department.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Serves as an instructor.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, and property of the department. Arranges for repairs and makes inspections to see that these were properly accomplished. Maintains department inventory of supplies and equipment, and orders and disburses supplies.

Assists the Police Chief in managing all law enforcement functions of the department, including patrol, traffic control and traffic accident investigation, criminal investigation, special tactical operations, handling of juveniles, and administration of the jail.

Performs any related duties assigned.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met before the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess and maintain a valid driver's license.

Must be a regular and permanent employee in the class of Police Captain with at least one year in that class with the department immediately preceding application to the board.

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